CHIPS Frequently Asked Questions

1) Q: What action should I take as a counselor when the CHIPS database will not allow me to enter a student and the rejection message indicates the social security number already exists in CHIPS?

A: The rejection is most often related to the social security number you are attempting to enter has previously been entered in the CHIPS database for another student at another high school. <u>CHIPS will NOT allow duplicate social security numbers to exist in the database.</u> The duplication may be due to:

    1)   you have already entered the student in the current year entry and are attempting to re-enter the student for a second time.

    2)   the same student was entered into CHIPS in a previous year but did not graduate and you now are attempting to re-enter the student for the current year.

    3)   *another or the same* high school for a *different* student has been entered in CHIPS in the current or previous year(s). A CHIPS Status Code Column is provided for high school guidance counselors to identify questionable social security numbers for review and correction. If the original social security number entered into CHIPS is not corrected by the other high school that first entered the social security number the entry you are now trying to make will be rejected.

ACTION:
For #1 remove student's duplicate information. For #2 call SSACI 317-232-2368. For #3 ask the student to verify their name and social security number (showing the counselor their social security card) to verify if what you are entering into CHIPS matches the social security card please. Correct the number in CHIPS if necessary, otherwise if # in CHIPS is correct call the SSACI 317-232-2368 Grant Division. SSACI will need your student's name, social security number, date of birth, year of graduation, and diploma type and GPA based on a 4.0 scale. SSACI will research and resolve the discrepancy with the other high school and contact you when, if appropriate, it is clear to enter your student's data into CHIPS.

2) Q: What impact does inaccuracy in CHIPS data entry have on the student and high school?

A: Errors in data entry result in the inability to match the student's Core 40 or Acadmemic Honors subsidy rate with the student's application for financial aid (FAFSA) which may result in lost state grant funding to the student throughout their undergraduate career. In addition, colleges that use our information to identify students for an additional federal grant called Academic Competitiveness Grant (ACG) at may too be in jeopardy.

ACTION:
Discrepancies are identified in the CHIPS database under the "Status Code Column". Counselors need to follow the CHIPS instructions at the end of this text that lists the codes, what they mean, and what action must take place to correct the error. Once the correction is made a calculation of the student's eligibility for a increased state grant award will take place.

3) Q: Why is it important to enter students into the CHIPS Database on or before March 21, 2008?
A: Preliminary award letters are sent to students by colleges outlining a student's financial aid package to attend that particular institution. The aid package provides families with financial aid information to help them decide where the student will attend college or if they need to be applying for additional funds (ie. Student/parent loans). CHIPS information entered by the March deadline helps to ensure that the preliminary award letters provide the most accurate state awards for a more accurate financial aid package.

4) Q: Why is it necessary to update a student's status on or before June 27, 2008 after the initial reporting that was done by March 21, 2008?
A: State grant award letters are sent out at the beginning of July and awards are made known to the college financial aid office at that same time. Therefore in order to provide the student and school with an accurate assessment of a student's final state grant eligibility, your updated assessment must be manually entered by SSACI into the CHIPS database on or before June 27, 2008.

5) Q: What should be done with any student who completes the SSACI criteria or has changes in their initial eligibility that was entered into CHIPS for Core 40 or Academic Honors *__after__* the final data entry deadline of June 27, 2008 (i.e. student took summer classes and graduated after June 27, 2008)?
A: Although CHIPS will be closed to your entering of the data after June 29th, SSACI does have the ability to update CHIPS for you and make the necessary changes to either add a student into the database, update a student's status by changing to Core 40 from Academic Honors, Academic Honors from Core 40, or updating the student to a status of "Neither" (not eligible for Core 40 or Academic Honors status.
ACTION:
The guidance counselor will need to contact Kathi Graves at SSACI 317-232-2368 as the CHIPS database is no longer available for a counselor's entry as of June 27, 2008. All updates must be manually entered by SSACI. On letterhead stationery the guidance counselor will need to provide the student's name, social security number, date of birth, diploma type, and cumulative GPA on a 4.0 scale. (see CHIPS Instructions http://www.in.gov/ssaci/highschool/instructions.html)

6) Q: Is rounding of a student's Grade Point Average (GPA) acceptable when determining whether to report the student into CHIPS as Core 40 or Academic Honors (student has the 2.0 or 3.0 respectively on a 4.0 scale)?
A. Rounding of a GPA is not acceptable during any intermediary steps in converting your high school's grading scale to the 4.0 scale that SSACI requires. In addition, rounding up Grade Point Averages for those schools that exist on a 4.0 scale is also not acceptable. However, the decision to report a student's GPA on a 4.0 scale (Core 40 at least a 2.0 on a 4.0 scale, Academic Honors at least a 3.0 on a 4.0 scale) may be truncated to the third decimal point as illustrated below. If a high school uses a GPA scale other than a 4.0, click here to use the GPA converter (http://www.in.gov/ssaci/highschool/GPA%20Converter.xls)

EXAMPLE:

A 2.9876 Grade Point Average (GPA) on a 4.0 scale may be truncated to 2.988 yet may not be reported as Academic Honors into the CHIPS Database (The student did not reach the 3.0 GPA required for Academic Honors designation). However, if the student did complete the Core 40 curriculum, the student could be reported in the CHIPS database as Core 40.

EXAMPLE:

A 1.9976 Grade Point Average (GPA) on a 4.0 scale may be truncated to 1.998, yet the student should not be reported in the CHIPS database as Core 40 (The student did not reach the 2.0 required by SSACI at Graduation). If the student was reported in the CHIPS database initially by the March deadline as the student had above a 2.0 at the time, but the student's final graduation GPA became 1.9976 the GPA calculation rests at 1.99 and therefore is not eligible and is to be reported into CHIPS as "Neither".

7) Q: Why is it important to review and work the "Status Column" in the CHIPS Database?

A: An attempt to match the CHIPS data your school entered with the state grant file xGRADS (FAFSA) data is made on a weekly schedule. The data match has an outcome indicated by a Status Code reflected in the Status Code Column in CHIPS. If the data elements in CHIPS (Social Security Number-SSN, Last name, First name, DOB) do not match the state grant file xGRADS (FAFSA), then no match for the increased subsidy rate in calculating the student's state grant award can take place. This could mean the information in CHIPS has been entered incorrectly, that the student made an error on the FAFSA information (s)he submitted (name, date of birth, or social security number), or the student has not filed a FAFSA, any of which will not allow for a match of information to take place. You may need to take additional action to resolve the discrepancy. Following chart provides the code, then describes what each code means, and the action that you or the student may need to take in order to have the two sources of information (state grant file xGRADS and the FASFA information) match.

8) Q: Why should you contact SSACI when the CHIPS Status Column reflects a code of "DN"?

A: Double check the Date of Birth and Last Name you entered into the CHIPS database, and tell the student to check the same information (s)he completed on the FAFSA, but if the information is still correct, please call SSACI (Kathi Graves) at 317-232-2368 to pursue the issue further

Code	Meaning	Action
DB	Date of Birth does not match GRADS	Double check the Date of Birth in CHIPS and tell the student to check the FAFSA. Correct the one in error.
DE	Deactivated program (AHD or C40) for student	Check that you intended the program to change to Neither.
DN	Neither Date of Birth nor Name match, possibly SSN is incorrect. Information reported in CHIPS does not match information in state grant file.	Double check the Date of Birth and Last Name in CHIPS and compare it with a copy of the student's social security card. If information is correct, tell the student to check the FAFSA data submitted to the federal processor. If all information is correct, it may be necessary to call SSACI (Kathi Graves) @ 317-232-2368.
ER, or PD, or GY	SSACI Internal Control Status Issue	Call SSACI (Kathi Graves) at 317-232-2368
GP	Student was reported into SEAS database for Twenty-First Century Scholarship as having GPA less than 2.0, yet reporting student into CHIPS where 2.0 is a minimum criteria to enter. Therefore reporting conflict exists between SEAS and CHIPS database information.	If GPA currently is at least 2.0 and before June 27, 2008 than correct SEAS database, if after June 27, 2008 than contact Twenty First Scholarship @ 317-233-2100 for SEAS database correction. If GPA is not 2.0 than student status in CHIPS database needs to be updated to a status of "Neither" as not eligible and no further action in SEAS is needed
IN	Good News! Corrections were made in CHIPS or with the FAFSA data submitted to the federal processor and the "marriage" of information between them now matches.	No further action needs to be taken. The status code should change to "OK" the following week and the increased eligibility if applicable will be applied to student's state grant eligibility
NF	No FAFSA exists for the current year (2008-2009) but a FAFSA does exist for the previous year (2007-2008). Therefore no "marriage" of information will occur with what was reported in CHIPS to a current year FAFSA so that eligibility for an increased state grant award cannot be determined	No award can be granted. Encourage the student to file the current year FAFSA (2008-2009). If FAFSA arrives at federal processor prior to the state grant receipt date deadline (March 10, 2008) the state award eligibility and eligibility for an increase in the amount of the state grant award may be determined after the "marriage" of information between CHIPS and the current year FAFSA takes place. However, if after filing the FAFSA inconsistencies are present between CHIPS

Code	Meaning	Action
		and the FAFSA another updated status code may appear. In this case further action may be needed (ie. Ask to see student's social security card) to correct either original CHIPS data submitted or if CHIPS is not the problem then FAFSA information reported may be incorrect. The student will need to contact the federal processor and the FAFSA data to have the CHIPS and FAFSA information match.
NM	Last Name does not match GRADS	Double check the student's Last Name with your records, with his social security card. Correct original CHIPS data if necessary. If CHIPS data is correct, have student check the FAFSA.
SN	SSN does not match GRADS: most commonly due to the student not yet filing a 2008-2009 FAFSA. May be social security number issue, or that the CHIPS data was entered incorrectly with typos.	Most common No FAFSA on file with SSACI and no award can be granted, therefore encourage the student to file the current year FAFSA. If the student filed the FAFSA but did not list "IN" as the legal state of residence SSACI would not receive the FAFSA information. If reported in error, encourage the student to correct the error with the federal processor on or before June 11, 2007 SSACI deadline.
OK	Program data in CHIPS and 2008-2009 FAFSA data are cohesive	No action is needed!